

RFA Number 0509090445

**New York State
Department of Health
Center for Environmental Health
Division of Environmental Health Protection
Bureau of Environmental Radiation Protection**

Request for Applications

**COUNTY GOVERNMENTS IN HIGH RISK RADON COUNTIES
State Indoor Radon Grants Program**

Questions Due: July 7, 2006

Applications Due: August 4, 2006

**Contact Name & Address: Robert P. Snyder
New York State Department of Health
Bureau of Environmental Radiation Protection
Flanigan Square, 547 River Street, Room 530
Troy, New York 12180-2216**

Table of Contents

I. Introduction

Description of Program
Background/Intent
Problem/Issue resolution sought for

II. Who May Apply

Minimum eligibility requirements
Preferred eligibility requirements

III. Project Narrative/Work Plan Outcomes

Expectations of Project
Problems/Issues to be solved through this RFA

IV. Administrative Requirements

A. Issuing Agency
B. Question and Answer Phase
C. Applicant Conference and Letter of Interest
D. How to File an Application
E. The Department's Reserved Rights
F. Term of Contract
G. Payment methods and Reporting required
H. General Specifications
I. Appendices included in DOH Grant Contracts

V. Completing the Application

A. Application Content
B. Application Format
C. Review Process

VI. Attachments

Attachment 1: Standard Grant Contract with Appendices

I. Introduction

The New York State Department of Health's, Bureau of Environmental Radiation Protection (BERP), receives funding from the US Environmental Protection Agency (USEPA), through the State Indoor Radon Grants (SIRG) Program. Through this Request for Applications (RFA), BERP is seeking to contract with any county government agency that meets the eligibility and program requirements described below.

The Department expects to disburse approximately \$350,000.00 in federal funds. The actual award to each applicant will be based on the proposal merit. Award will be for the full 3 year time period of the contract. Annual awards will not be made. All applicants will be required to provide matching funds equal to the amount of funds being granted. As an example, if a county were granted \$20,000 for the 3 year contract period, a match of at least \$20,000 would be required. This would include the value of personnel or other services provided by the county in the fulfillment of the 3 year contract.

The BERP will provide successful applicants with material support in the form of radon publications and technical assistance. This includes statistical summaries of the department's database of radon measurements, which can be broken down by county and/or towns within any county. In addition, the department has a contract with a radon-testing laboratory to provide low cost radon detectors. A county government agency may purchase detectors through our contract at \$6.75 per detector or through an entity certified by the Environmental Laboratory Approval Program (ELAP) for radon in air measurements. A listing of the certified Laboratories can be obtained by calling (518) 485-5570. If the county government agency plans to purchase detectors from an ELAP approved entity, all results would need to be reported by the agency to the BERP for incorporation into our database. In either case, the budget should reflect the expenditure. If detectors are purchased through our contract, they will be shipped directly from the contract laboratory to the county agency for distribution to the homeowner. The homeowner will conduct the testing and return the detectors to the contract laboratory with a prepaid return label. In this case, the counties do not need to report the results to BERP since the contract laboratory periodically reports all results to BERP.

II. Who May Apply

Only county governments in high-risk radon counties are eligible, as determined by the Department of Health's basement screening database for homes. For the purpose of this RFA, a high-risk radon county is defined as any county that either has a geometric mean basement radon concentration greater than or equal to 2.0 picocuries per liter (pCi/l) or an average basement radon concentration of greater than or equal to 4.0 pCi/l. Based on these criteria, the following counties are eligible to apply for this funding: Albany, Allegany, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Columbia, Cortland, Delaware, Dutchess, Erie, Genesee, Greene, Herkimer, Lewis, Livingston, Madison, Montgomery, Oneida, Onondaga, Ontario, Orange, Otsego, Putnam, Rensselaer, Saratoga, Schenectady, Schoharie, Schuyler, Steuben, Sullivan, Tioga, Tompkins, Ulster, Washington, Wayne, Wyoming and Yates.

Eligible county government agencies shall demonstrate that environmental health staff are available to provide technical assistance regarding radon.

III. Project Narrative/ Work Plan Outcomes

The applicant shall be able to conduct a performance based radon outreach and education program that will reduce the public health risk from indoor radon. The program must focus on achieving results in one or more of the following program areas:

- 1) Increase public awareness and understanding of the health benefits of reducing radon exposure;
- 2) Encourage the public to test homes and/or schools for elevated levels of radon;
- 3) Increase and track the number of homes and/or schools mitigated for elevated levels of radon;
- 4) Increase and track the number of homes and/or schools built with radon resistant construction techniques;
- 5) Increase and track radon testing during residential real estate transactions;
- 6) Increase and track awareness, testing, mitigation in low-income and/or culturally diverse population

Successful applicants will be expected to complete work as outlined in their workplan within the contract period and submit reports of expenditures and work completed in a timely manner, as defined in Section IV.G.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the NYS Department of Health, Division of Environmental Health Protection, Bureau of Environmental Radiation Protection. The department is responsible for the requirements specified herein and for the evaluation of all applications.

B. Question and Answer Phase:

All substantive questions must be submitted in writing to:

**Robert P. Snyder
New York State Department of Health
Bureau of Environmental Radiation Protection
Flanigan Square, 547 River Street, Room 530
Troy, New York 12180-2216**

Email: RADON@health.state.ny.us
Fax: 518-402-7554

To the degree possible, each inquiry should cite the RFA section and paragraph to which

it refers. Written questions will be accepted until July 7, 2006.

Questions of a technical nature can be addressed in writing or via telephone by calling Robert Snyder at 518-402-7556. Questions are of a technical nature if they are limited to **how** to prepare your application (e.g., formatting) rather than relating to the substance of the application.

Prospective applicants should note that all clarification and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of an application. Written answers to all questions raised, as well as any updates and/or modifications to the RFA, will be posted on the DOH website (www.health.state.ny.us) on or before July 21, 2006.

C. Applicant Conference and Letter of Interest

- 1. An Applicant Conference will not be held for this project.**
- 2. No Letter of Interest** - A Letter of Interest will not be used as part of the application process for this project. Responses to written questions and any updates/modifications to this RFA will be provided to all prospective applicants mailed a copy of this RFA.

D. How to file an application

Applications must be **received** at the following address by August 4, 2006 at 4:30pm. Late applications will not be accepted.

**Robert P. Snyder
New York State Department of Health
Bureau of Environmental Radiation Protection
Flanigan Square, 547 River Street, Room 530
Troy, New York 12180-2216**

Applicants shall submit 1 original, signed application and 3 copies. Application packages should be clearly labeled with the name and number of the RFA as listed on the cover of this RFA document. Applications WILL NOT be accepted via fax or e-mail.

It is the applicant's responsibility to see that applications are delivered to Room 530 prior to the date and time specified above. Late applications due to delay by the carrier or not received in the department's mailroom in time for transmission to room 530 will not be considered.

E. THE DEPARTMENT OF HEALTH RESERVES THE RIGHT TO

- 1. Reject any or all applications received in response to this RFA.**

2. Award more than one contract resulting from this RFA.
3. Waive or modify minor irregularities in applications received after prior notification to the applicant.
4. Adjust or correct cost figures with the concurrence of the applicant if errors exist and can be documented to the satisfaction of DOH and the State Comptroller.
5. Negotiate with applicants responding to this RFA within the requirements to serve the best interests of the State.
6. Modify the detail specifications should no applications be received that meet all these requirements.
7. If the Department of Health is unsuccessful in negotiating a contract with the selected applicant within an acceptable time frame, the Department of Health may begin contract negotiations with the next qualified applicant(s) in order to serve and realize the best interests of the State.
8. The Department of Health reserves the right to award grants based on geographic or regional considerations to serve the best interests of the state.

F. Term of Contract

Any contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that contracts resulting from this RFA will have the following time period: July 1, 2007, through June 30, 2010. It is expected that a new RFA will be issued prior to the end of the contract period. Funds requested shall be for the **entire** 3 year contract period.

G. Payment & Reporting Requirements

1. The State (NYS Department of Health) may, at its discretion, make an advance payment to not for profit grant contractors in an amount not to exceed 25 percent of the grant award.
2. The grant contractor shall submit QUARTERLY invoices and required reports of expenditures to the State's designated payment office:

Robert P. Snyder
New York State Department of Health
Bureau of Environmental Radiation Protection
Flanigan Square, 547 River Street, Room 530
Troy, New York 12180-2216

Payment of such invoices by the State (NYS Department of Health) shall be made in accordance with Article XI-A of the New York State Finance Law.

3. The grant contractor shall submit the following periodic reports: Quarterly progress reports of all work performed under the grant along with a breakdown of expenses, including expenses incurred against matching funds, and a final report.

I) Progress Report Outline

A) Project Update (< 4 pages)

A brief description of the project

Clearly state what sections of project have been completed to-date; including identifying areas of project that have been delayed.

Comparison of actual accomplishments with the specific goals and objectives stated for the time period in the approved agreement and reasons why the goals were not met, if applicable

Other pertinent information, including, if applicable, analysis and explanation of any cost overruns or rebudgeting needs.

Clearly state next steps to be accomplished in the next 3 months.

A copy of any physical deliverables (e.g., training documents, conference agendas, tapes) required under the agreement should be enclosed with the first report following the date the deliverable was due to be produced.

Deliverables that will be publicly disseminated should include the following statement: "Although the information in this document has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreements to (recipient), it may not necessarily reflect the views of the Agency and no official endorsement should be inferred."

B) Financial Report (Note that vouchers for reimbursement can not be processed without appropriate documentation)

Detailed list of expenses incurred during the reporting period (including copies of any bills or invoices)

Detailed description of matching funds provided during the reporting period

Properly completed Standard Voucher

Dates of Submission

9/30/2007	3/31/2008	3/31/2009	3/31/2010
12/31/2007	6/30/2008	6/30/2009	6/30/2010
	9/30/2008	9/30/2009	

II) Final Report Outline

A) The final report should follow the format of the quarterly reports and cover the entire period of the grant: July 1, 2007 through June 30, 2010.

B) Submission Date

Final Project Report due to DOH by 7/31/10

Final Financial Report due to DOH by 7/31/10

All payment and reporting requirements will be detailed in Appendix C of the final grant contract.

H. General Specifications

1. By signing the "Application Form" each applicant attests to its express authority to sign on behalf of the applicant.
2. Contractor will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.
3. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA. If this applicant does not accept a certain condition or term, this must be clearly noted in a cover letter to the application.
4. An applicant may be disqualified from receiving awards if such applicant or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.
5. Provisions Upon Default
 - a. The services to be performed by the Applicant shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the contract resulting from this RFA.
 - b. In the event that the Applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the Applicant.
 - c. If, in the judgement of the Department of Health, the Applicant acts in such a way which is likely to or does impair or prejudice the interests of

the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Contractor. In such case the Contractor shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Contractor up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Contractor was engaged in at the time of such termination, subject to audit by the State Comptroller.

I. Appendices

The following will be incorporated as appendices into any contract(s) resulting from this Request for Application.

- APPENDIX A - Standard Clauses for All New York State Contracts
- APPENDIX A-1 Agency Specific Clauses
- APPENDIX B - Budget
- APPENDIX C - Payment and Reporting Schedule
- APPENDIX D - Workplan
- APPENDIX E - Unless the CONTRACTOR is a political sub-division of New York State, the CONTRACTOR shall provide proof, completed by the CONTRACTOR's insurance carrier and/or the Workers' Compensation Board, of coverage for:

Workers' Compensation, for which one of the following is incorporated into this contract as Appendix E-1:

Certificate of Workers' Compensation Insurance, on the Workers' Compensation Board form C-105.2 or the State Insurance Fund Form U-26.3 (naming the Department of Health, Corning Tower Rm. 1315, Albany 12237-0016), or

Affidavit Certifying That Compensation Has Been Secured, form SI-12 or GSI-105.2

Statement That Applicant Does Not Require Workers' Compensation or Disability Benefits Coverage, form 105.21, completed for workers' compensation; and

Disability Benefits coverage, for which one of the following is

incorporated into this contract as Appendix E-2:

Certificate of Insurance, form DB-120.1, or

Notice of Qualification as Self Insurer Under Disability Benefits Law, form DB-155 or

Statement That Applicant Does Not Require Workers' Compensation or Disability Benefits Coverage, form 105.21, completed for disability benefits insurance.

NOTE: Do not include the Workers' Compensation and Disability Benefits forms with your application. These documents will be requested as a part of the contracting process should your agency receive an award.

V. Completing the Application

A. Application Content

1) Applications shall include a cover letter including:

- (a) Title of the project
- (b) Department within the county
- (c) Address and telephone number, fax number and e-mail address, if available
- (d) Project Director name, title, and phone number
- (e) Signatures of the Project Director and individual authorized to enter into an agreement (e.g., Fiscal Officer, Director of Administration, County Executive)

2) Applications must describe a project plan dealing with one or more of the priority areas listed in Section III of this document. Project plans shall address the following elements:

- (a) Overview of Project – describe the basic structure of the proposed project.
- (b) Proposed Project Goals – include a summary of your specific goals, objectives, expected outcomes, and deliverables. Outcomes should be described specifically and, to the extent possible, quantitatively. Possible project outcomes range from information dissemination, to improved health status. Activities with outcomes that result in tangible health benefits or directly lead to reduced health risk, will be ranked more highly than those that simply aim to distribute information.
- (c) Discuss how the budget relates to the objectives, outcomes, and deliverables in the workplan.
- (d) Target Population – describe the target population, community, and any distinct

characteristics of the areas targeted for this work.

- (e) Methods and Materials – describe the strategies and materials you will use.
 - (f) Monitoring and Evaluation – for the results defined in items above, describe how you will measure project success. Describe any mechanisms for tracking program outputs and evaluating program outcomes.
 - (g) Staff – describe staffing needed to implement the proposed work plan, including number of staff and their qualifications. Attention should be paid to the qualifications and experience of key personnel, including any experience implementing evaluation and tracking procedures. Please send curriculum vitae for all staff implementing the program.
 - (h) Timeline – indicate project length, activity milestones, quarterly report submission and final report submission dates.
- 3) Applications shall include a budget covering the entire 3 year contract period, with an itemized list of proposed expenditures including:
- (a) Personnel monies
 - (b) Non-personnel monies, with no more than 25% of the total budget being dedicated to the purchase of radon detectors
 - (c) other pertinent information by proposed activity
 - (d) Match contributions (All applicants are required to provide matching funds equal to the amount of funds being granted).

B. Application Format

ALL APPLICATIONS SHALL CONFORM TO THE FORMAT PRESCRIBED BELOW. POINTS WILL BE DEDUCTED FROM APPLICATIONS WHICH DEVIATE FROM THE PRESCRIBED FORMAT.

Applications should not exceed 15 SINGLE-spaced typed pages (not including the cover page, budget and attachments), using a normal font. The value assigned to each section is an indication of the relative weight that will be given when scoring your application.

- | | |
|-----------------|-------------|
| 1. Cover Letter | (5 Points) |
| 2. Project Plan | (75 Points) |
| 3. Budget | (20 Points) |

C. Review Process

Applications meeting the guidelines set forth above will be reviewed and evaluated competitively by the NYSDOH Division of Environmental Health Protection, Bureau of

Environmental Radiation Protection and reviewed by the United States Environmental Protection Agency.

Applications failing to provide all response requirements or failing to follow the prescribed format may be removed from consideration or points may be deducted.

Applications will be removed from consideration if:

- 1) Application is not received by the deadline in Section IV.D, or**
- 2) Applicant does not meet eligibility requirements in Section II, or**
- 3) Application does not address at least one of the program areas in Section III, or**
- 4) Applicant will not provide matching funds**

If the Total of all requested dollars is greater than the dollars available, funds will be awarded using the formula:

$$\$Awarded = \left(\frac{Applicants\ Score}{100} \right) \left(\frac{\$Available}{(Total\ of\ all\ applicants\ requested\$)} \right) (Applicants\ requested\$)$$

Following the awarding of grants from this RFA, applicants may request a debriefing from the NYS DOH Division of Environmental Health Protection, Bureau of Environmental Radiation Protection. This debriefing will be limited to the positive and negative aspects of the subject application only.

VI. Attachments

Attachment 1: Standard Grant Contract with Appendices